

☐ ACQUISITION ☐ TRANSFER ☐ LOAN ☐ EXCESS

Utilization Code

INSTRUCTIONS FOR COMPLETING CD-50

Date: Enter date

Number: Assign your Bureau number

Purpose: Choose action (Check appropriate box)

**FROM: COMPLETE THIS ENTIRE BLOCK FOR
TRANSFERS, LOANS AND EXCESS**

Bureau: Bureau name

Organization Code: 18-digit personal property organization code

Location: Use 110010001 for Washington, DC, or appropriate FIPS Code for other locations

Custodian Name: Custodian name

Custodian No.: Custodian number

Address: Custodian address

Phone No.: Custodian phone number

Room No.: Custodian room number

Accounting Class: Accounting code(s) used to procure or lease the property item

**TO: COMPLETE THIS ENTIRE BLOCK FOR
ACQUISITIONS, TRANSFERS, AND LOANS**

Bureau: Bureau name

Organization Code: 18-digit personal property organization code

Location: Use 110010001 for Washington, DC, or appropriate FIPS Code for other locations

Custodian Name: Custodian name

Custodian No.: Custodian number

Address: Custodian address

Phone No.: Custodian phone number

Room No.: Custodian room number

Document No.: Purchase order number, contract number, the work 'bankcard' and the bankcard number from purchase, or other procurement document number

Receipt Date: Date property is received

Accounting Class: Accounting code(s) used to procure or lease the property item; or if loaned, transferred or donated, enter a default code for the organization owning the item

Object Class: Budget object class for Acquisitions and Transfers

Possession Code: Choose from list below:

Code	Description
1	Agency Owned
2	Agency Leased
3	Loaned from another Federal agency
4	Loaned from other than a Federal agency
5	Government property used by a Government contractor
6	Government property used by a grantee
7	Other

Utilization Code: Choose from list below:

Code	Description
1	Available for use by other organizations during normal working hours
2	Available for use by other organizations after normal working hours
3	Available for use by other organizations both during and after normal working hours
4	Not available to others

Barcode No.: 12-digit CD-number from the barcode label

Manufacturer: Original equipment manufacturer from the property item

Description: Generic nomenclature to describe the equipment

Model No.: Original equipment manufacturer's model number

Serial No.: Original equipment manufacturer's serial number

Original Acquisition Amount: Acquisition cost of the equipment if new; if unavailable, use the fair market value of used equipment

***Condition Code:** See front of form for explanation

Approval/Receipt of Releasing Official: Required for Transfers, Loans, and Excess

Approval/Receipt of Receiving Official: Required for Acquisitions, Transfers, and Loans